



DEPARTMENT OF MUNICIPAL AFFAIRS

Annual Report
for fiscal year ended
MARCH 31, 1983



Province of Nova Scotia

Department of Municipal Affairs

P.O. Box 216, Halifax, Nova Scotia B3J 2M4

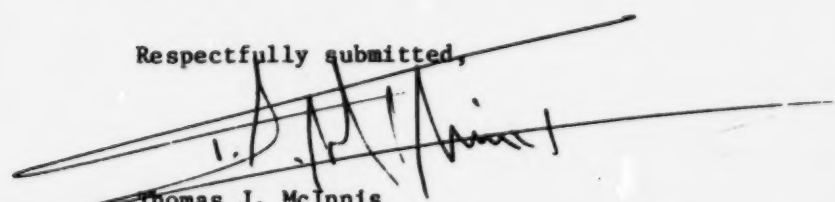
OFFICE OF THE MINISTER

The Honourable John E. Shaffner
Lieutenant-Governor
Province of Nova Scotia

May It Please Your Honour:

I have the honour to present to you the tenth
Annual Report of the Department of Municipal
Affairs.

Respectfully submitted,


Thomas J. McInnis



Province of Nova Scotia

Department of Municipal Affairs

P.O. Box 216, Halifax, Nova Scotia B3J 2M4

OFFICE OF THE DEPUTY MINISTER

The Honourable Thomas J. McInnis
Minister of Municipal Affairs
Province of Nova Scotia
Halifax, Nova Scotia

Sir:

I take pleasure in presenting to you a report of
the activities of the Department of Municipal
Affairs, for the year ending March 31, 1983.

Respectfully submitted,

John Mullally



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REPORT OF THE DEPUTY MINISTER

The main objectives of the Department of Municipal Affairs are to provide municipal government in Nova Scotia with sound advice, guidance and assistance; to effectively administer the various financial programs available to the municipalities as well as the many Acts and Regulations affecting municipal government; to develop in consultation with municipal governments, new and innovative policies and programs aimed at meeting the changing needs of municipal government; and, to foster and maintain good provincial-municipal relations through effective co-operation and consultation. In the past year the Department has continued to work closely with the municipal governments of Nova Scotia to ensure that these objectives are realized.

The Joint Union of Nova Scotia Municipalities - Department of Municipal Affairs Task Force on Municipal Reform continues to provide a valuable forum for the frank exchange of views and opinions. Comprised of senior staff of the Department and the executive director, solicitor and financial consultant of the Union of Nova Scotia Municipalities, the Task Force process has been instrumental in assisting the Department and the municipalities to better understand each other's concerns and interests.

In addition to its on-going publication of office consolidations of major statutes affecting municipal government and the reports titled "Financial Assistance Programs for Nova Scotia Municipalities" and "Municipal Statistics", the Department has now completed a major revision of the "Municipal Elections Handbook", first published in 1979. The handbook is available through the Nova Scotia Government Bookstore at 1597 Hollis Street, Halifax, B3J 2T3, and outlines the new election procedures arising from proclamation of the Municipal Elections Act in 1979.

Providing financial assistance to the Province's sixty-six municipalities continues to be a high priority for Municipal Affairs. During 1982 - '83, the Department provided \$78.8 million to municipalities in the form of grants. Of this amount \$62.5 million was made available under the Municipal Grants Act.

The fifteenth annual conference of Canada's Minister's of Municipal Affairs was hosted by the Department in August of this year. Ministers representing the provinces and territories were present at the conference which provided delegates with an opportunity to review and discuss events which have a bearing on the mandate of Ministers of Municipal Affairs to work with and assist municipal governments in Canada.

This annual exchange of information has proved to be beneficial to all participants and gave departmental officials from Nova Scotia an opportunity to exchange views, opinions and facts with our counterparts from across the country.

The Department looks forward to continued cooperation and support from the Union of Nova Scotia Municipalities and its sixty-six member units as staff and elected officials work together toward a further strengthening of municipal government in Nova Scotia.



MUNICIPAL GOVERNMENT IN NOVA SCOTIA

The term "municipality" in Nova Scotia has two distinct meanings. In one sense it means all local governments, as is usual elsewhere in Canada. In the other sense, municipality means a municipality as constituted under the Municipal Act, and often referred to as a rural municipality.

The province is geographically divided into 18 counties. Twelve of these counties constitute separate municipalities. The remaining six counties are each divided into two districts, and each of these districts constitutes a separate municipality. There are thus 24 rural municipalities.

In addition to the rural municipalities there are 39 incorporated towns and three cities. Each city has its own charter. While located within the boundaries of a rural municipality, the towns and cities are politically and administratively separate from and independent of the rural municipality, except with respect to joint expenditures.

As well, there are other organizations providing what are commonly considered to be municipal services. Within the rural municipalities, these include:

(1) village commissioners, incorporated under the Village Service Act, to furnish municipal services to a more densely populated area of a rural municipality. There are now 26 such village commissions.

(2) local commissions incorporated under special Acts of the Legislature, generally for street lighting and fire protection. There appears to be authority for 38 commissions; of these, at least some never operated. Few statistics for these commissions are available.

(3) rural fire districts, incorporated under the Rural Fire District Act to provide fire protection (presently nine).

(4) other special purpose forms of local government have been authorized by a number of statutes. A few rural municipalities have special legislation to regulate the provision of services to specific areas.

Village commissioners, local commissions, rural fire districts and some other special purpose bodies are authorized to levy taxes in addition to those levied by the rural municipality itself. In most cases these taxes are collected by the rural municipality. None of these special purpose bodies may be established in a town or a city.

In a number of cases, commissions have been established in cities, towns and rural municipalities for such purposes as operating municipal facilities, for example a hospital, parking lot, utility, cemetery or rink; for implementing municipal programs such as parks and recreation; or for operating a joint municipal facility such as a courthouse.

Generally, these commissions do not have power to levy a tax, and are financed directly by the municipal unit.

The basic element of municipal finance is the property tax, together with a number of variants such as the occupancy tax. Also important to municipal governments are grants from the provincial and federal governments.

Further details concerning the municipalities and many of the other organizations that provide municipal services, including school boards, are contained in the Department's Annual Report of Municipal Statistics.

THE DEPARTMENT

The Department of Municipal Affairs was established under the authority of the Municipal Affairs (Supervision) Act of 1935, proclaimed in force on September 1, 1936, to provide for the supervision of municipal accounts and records and to regulate municipal borrowing.

The Act was intended to relieve the Legislature, which each year had been deluged with borrowing bills without sufficient time or the necessary machinery to make full enquiries. It was also intended to assure the investing public, asked to purchase municipal debentures, that a proper investigation of the merits of the borrowing had been made. This, in turn, was expected to reflect itself in a higher demand for such debentures.

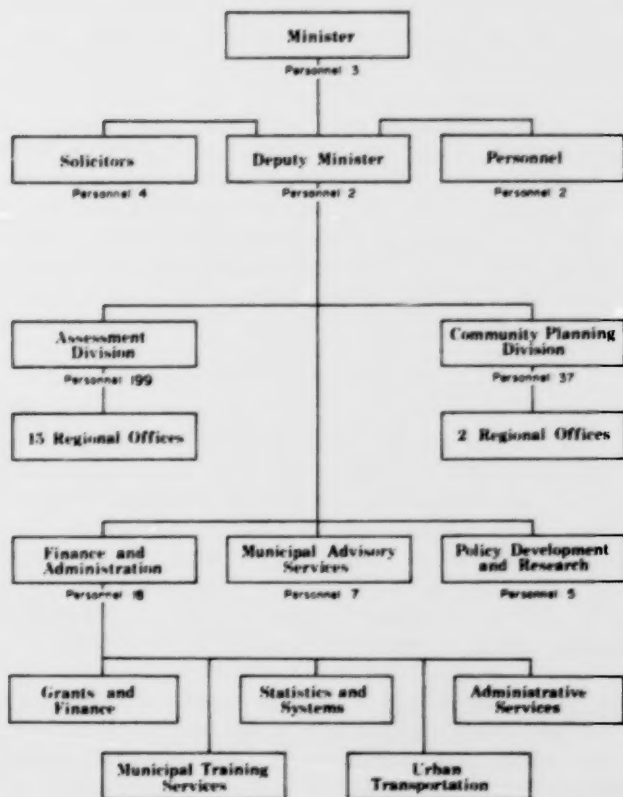
While an Assessment Division was not established until 1956, the Department's involvement in assessment dates back a number of years. In 1952 the Department established the first school for assessors which has been continued annually. A correspondence course for assessors, offered by the Dalhousie Institute of Public Affairs, was instituted in 1961. These training programs have greatly increased the competence and professionalism of assessors.

The Assessment Act was thoroughly revised in 1966 creating several assessment regions. By 1969 there were 16 assessment areas--13 officially designated regions and three single large municipalities. On January 1, 1976, the province assumed complete responsibility for the assessment function. As a

ORGANIZATION CHART

Department of Municipal Affairs

March 31, 1983



result, 1978 was the first year that almost all property in the Province was assessed uniformly. The Division continues to supply each municipal unit with a complete and accurate yearly assessment roll and has been busy preparing for the province-wide re-assessment due in the 1984 taxation year.

In 1943, the Department first acquired planning responsibilities when the Town Planning act of 1939 was proclaimed. This Act gave to the Minister of Municipal Affairs the powers formerly exercised by the Minister of Public Works and Mines regarding approval of official town plans, planning by-laws, and for passing regulations respecting planning. The Minister had the authority to order a municipality to plan, to zone and to map; he could enforce a plan or a zoning by-law; and he could, in the last extremity, take over the planning functions of a municipal unit. In practice, these coercive powers were not exercised because the Department considered that planning could be better encouraged by providing advice and technical assistance. In 1957 the Department established the Community Planning Division as a source of consultation and advice for municipal units regarding planning matters. By 1968 it was evident that the Town Planning Act needed substantial revisions. A major review of the Act led to a new Planning Act in 1969, which was proclaimed in 1970. This Act, subject to on-going review, was given a thorough examination and reformulation by the Planning Act Review Committee established in 1979. While travelling the length and breadth of the province in the fall and winter of 1979/80, the Committee heard a wide range of concerns raised by various groups and individuals regarding the role and direction of the planning process in Nova Scotia and its relation to government. As a result of this review process, "A Working Paper

in Legislative Format" was prepared in 1982-83 as a prelude to the preparation of a new Planning Act (which is scheduled for introduction in the House in the Spring of 1983). It is the mandate and function of the Division to continually adapt to the changing realities of to-day in planning for the communities of the future.

The first grants to municipalities of a general nature were the distribution of one-third of the payments in lieu of taxes made by the Canadian National Railways. The next substantial increase in grants occurred in 1942, when the province surrendered its right, and therefore, the right of its municipalities to tax income, and paid municipalities a per capita grant to compensate them for the loss of revenue.

The Province increased its assistance to municipalities in several ways from 1942 to 1967 but the most important change was the introduction of the Municipal Services Program in 1967. In the same year the Grants and Finance Division was established to administer this new program; the program has since proven to be very important to municipalities by providing financial assistance for basic local services such as fire and police protection, garbage and refuse collection and disposal, street lighting, and the capital costs of roads, streets and water and sewer systems.

In 1980, a new Municipal Grants Act was enacted to replace the Municipal Services Act. It was basically designed to implement the proposals put forward by the Report of the Department of Municipal Affairs --Union of Nova Scotia Municipalities Task Force concerning new cost-sharing arrangements between the Province and the Municipal units. Subject to the

usual amendments which are from time to time required, this Act continues to serve as the foundation for the administration of the system of municipal grants to the Municipal units of Nova Scotia.

A Research Division was established in 1974 to provide information and policy advice to other divisions and to the Deputy Minister.

In an effort to provide a complete range of technical and administrative advice to municipalities, the Department, in 1976, established the Municipal Advisory Services Division. The same year the residential Property Tax Relief Grant was introduced to relieve residential property taxpayers of the largest part of education costs.

In 1981, a re-organization placed three sections under the new Finance and Administration Division. These are Grants and Finance, Administrative Services and Municipal Training Services. As well, a new section, Urban Transportation, was added to the Division in 1982.

The Department of Municipal Affairs is responsible for providing advice, guidance and assistance to municipal governments in Nova Scotia, for administering many of the provincial government's programs relating to municipalities, and for exercising general supervision of municipal affairs in the Province. From its initial function as a watchdog over municipal finance, particularly municipal capital borrowings, the Department has expanded its functions to include assisting municipal units in such diverse areas as preparation and review of by-laws before they are submitted for the Minister's approval, preparation and issuance of debentures, preparation of

all borrowing resolutions for capital purposes, assisting in the development of programs as they relate to municipalities, liaison with the federal government in areas that involve municipal activities, and in areas of planning, particularly at the regional level. The Department also has the responsibility for producing annual assessment rolls which form the basis for municipal taxation.

In cooperation with the Dalhousie Institute of Public Affairs, the Department sponsors a correspondence course in preliminary accounting and a four-year correspondence course in municipal administration. Annually, a refresher course is also offered for municipal clerks, finance officers and administrators.

In addition to the correspondence course for assessors, the Department, throughout the year, offers a variety of assessment seminars and courses to keep staff up to date with new legislation and developments in assessment practice. Training programs have also been arranged for building inspectors and development officers. Other courses are planned as the need arises.

A summary of the Department's divisions, outlining their responsibilities and activities follows.

ASSESSMENT

The Provincial Director of Assessment, who heads the Assessment Division of the Department of Municipal Affairs, is responsible for the administration of the Assessment Act in the Province of Nova Scotia. The Assessment Division, with a total staff of over 200, is one of the five divisions in the Department and is comprised of 15 regional offices geographically located throughout the Province and a head office located in Halifax.

The Regional Office staff generally consists of assessors, assessment clerks and mapping technicians under the control of a regional director. Head Office has three Assistant Provincial Directors, each having five regions under their supervision. As well, head office has two staff members who act as resource persons and are responsible for specific aspects of the assessment function; Co-ordinator of Assessment Manuals and Special Properties and Co-ordinator of Data Control. The Division has the services of a Solicitor located in head office who handles all matters of law for the Division.

The Province, through the Assessment Division, is responsible for property assessment in Nova Scotia. Under Section 38 of the Assessment Act, the following mandate is given: "all property shall be assessed at its actual cash value....in forming his opinion the assessor shall have regard to the assessment of other properties in the town or municipality so as to ensure that taxation shall fall in a uniform manner upon all real property in the town or municipality....".

Once the property has been assigned an assessed value, this amount is recorded, along with the values of all other properties in the city, town, or rural municipality, on a list that is known as the Assessment Roll. The Roll contains the names, addresses and assessment values of all assessable properties in the municipal unit.

Under Section 64 of the Assessment Act, the Assessment Division is required to provide each municipal unit with a complete Roll on or before December 31st of each year.

At the end of 1982 computerized assessment rolls and assessment notices were produced for the approximately 420,000 property accounts found within 66 municipal units of Nova Scotia.

The Assessment Roll forms the basis for municipal property taxation which is the main source of revenue for the municipal units. Although property assessment is the responsibility of the Provincial Government the actual property taxation function is solely the responsibility of each respective municipality. Once the municipal budget is determined, the municipal unit will set the tax rate based on the assessed value of property in that unit, and consequently bill the ratepayers.

The Assessment Roll is also used in administering the extensive grant system under the Municipal Grants Act by the Finance & Administration Division of the Department of Municipal Affairs.

As previously mentioned, the assessed value of all property is based on its actual cash value. Since it would be physically impossible for each assessor to personally inspect every property in his jurisdiction on a yearly basis, the assessor must, during the intervening years continue to ensure that all properties are assessed uniformly.

Re-assessment is conducted every three years and involves bringing the assessment of all properties to a market values as of a new base date. The Division has been preparing for the next province-wide re-assessment for the 1984 taxation year. The base date for this re-assessment is January, 1983 and will be used for the 1984, 1985 and 1986 taxation years.

The Department has established an inexpensive and accessible system for ratepayers to challenge (appeal) their property assessment at the Regional Assessment Appeal Court. The Minister of Municipal Affairs appoints a Chairman and Vice-Chairman in each assessment region who act as impartial Chairpeople during the relatively informal Regional Assessment Appeal Court proceedings and who are responsible for rendering a decision on each case. A ratepayer, if dissatisfied by a decision of the Appeal Court, may then appeal to the Municipal Board and subsequently to the Supreme Court of Nova Scotia.

In 1981 the position of Regional Assessment Appeal Court Recorder was established in each of the regional offices. This position has now acquired the responsibility for many of the duties in the appeal process formerly performed by the Municipal Clerk. In this new position, the Recorder is detached from

the assessment function and is ultimately responsible for ensuring that all appeals launched by the rate-payers are processed according to the Assessment Act.

To ensure and maintain the integrity of the assessment data, the Department engaged a private auditing firm in 1981 to conduct a review of the adequacy of internal controls over the property assessment system. The ultimate aim of Municipal Affairs is to create an assessment system with internal controls which can be relied upon by external auditors in their examination of the accuracy and completeness of the assessment data in the computer system. This analysis would extend to the annual assessment roll which forms the basis of property taxation conducted by the municipal units.

In response to recommendations by this auditing firm, the Assessment Division has undertaken a comprehensive program of improving internal control over operations. The thrust of this program is toward the achievement of consistency in the 15 regional offices with regard to current assessment practices and the overall strengthening of internal controls. The Provincial Director and the three Assistant Provincial Directors have devoted much of their time and effort in the last year implementing and monitoring this program across the Province.

The Institute of Public Affairs of Dalhousie University yearly administers the Three-Year Correspondence Course in Property Assessment and the One-Year Advanced Course on Urban Land Economics. The courses are supplemented by seminars and a final exam. All assessors are required to successfully complete the Three-Year program as a condition of their employment with the Province.

At this year's Annual Assessors' School, certificates were awarded to thirteen (13) 1983 graduates of the Three-Year Course and two 1983 graduates of the One-Year Advanced Course.

The Institute conducted an in-depth training analysis survey of all assessors at the 1982 Assessors' School in light of implementing a continuing educational program for all assessors.

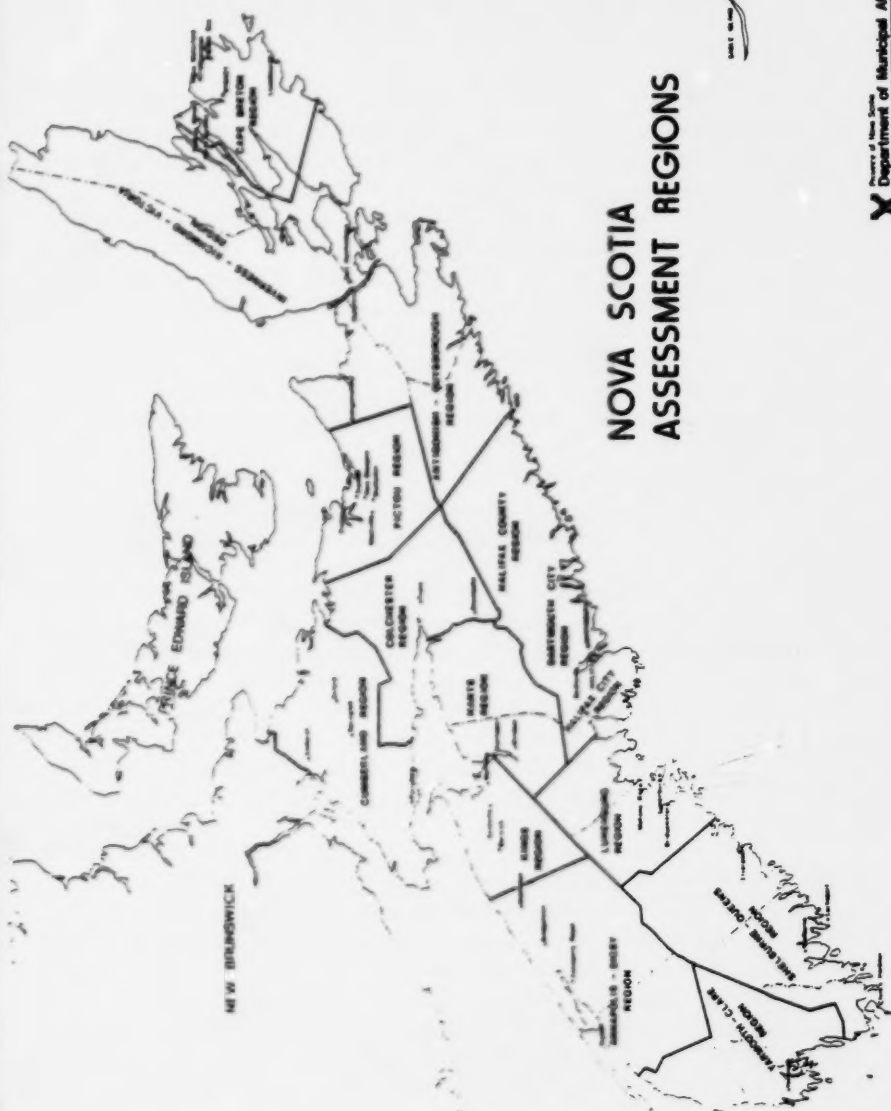
The thirty-first Annual Assessors' School was held in April, 1983. The primary purpose of the Annual School is to improve the quality of assessment in Nova Scotia by raising the qualifications of practising assessors and management personnel. The 1983 School consisted of a series of seminars covering a variety of subject areas, including the Municipal Grants Act, the assessment computer system, and court preparation.

The Assessment Division established two Awards and introduced them at the 1983 School. The first is the Dr. Hugh S. MacGlashen Award to be presented annually to an assessment region. The second is the Kevin J. MacDonald Assessor of the Year Award. They will be awarded in recognition of excellence and an exemplary contribution to the field of assessment.

1983 ASSESSMENT ROLL DATA

<u>Classification</u>	<u>Number Of Occurrences</u>	<u>Assessment Dollars</u>
Residential	296,623	\$8,817,162,631
Commercial	27,845	6,927,972,457
Resource	81,528	583,289,906
Business Occupancy	21,709	1,151,269,523
Residential Occupancy	3,692	12,517,875
Farm	23,413	224,243,069
Forest	52,959	659,087,754
Non-Profit	127	7,296,600
 Taxable Assessment	 \$12,957,409,676	
Exempt Assessment	\$ 5,425,430,139	
Total	<u>\$18,382,839,815</u>	
 # of Dwelling Units	 316,071	
# of Accounts	420,463	

NOVA SCOTIA ASSESSMENT REGIONS





COMMUNITY PLANNING

The Community Planning Division is responsible for the administration of the Planning Act and the provision of information and assistance in the land use and community planning field to municipalities and government departments. Regional offices located in Truro and Yarmouth provide technical support services for neighbouring municipalities.

The Planning Act provides for municipal plans, zoning by-laws, subdivision regulations, and subdivision by-laws for individual municipalities, and for regional planning principally in the Halifax-Dartmouth metropolitan area. Provision is also made in the Act for District Planning Commissions and Municipal Planning Advisory Committees.

In view of the local impact of municipal planning, the Planning Act has delegated the responsibility for municipal plans and zoning by-laws to municipalities, with provision for provincial support. This enables a municipal council to use a plan and zoning by-law as a basis for council's decision-making in both the provision of public services and the management and regulation of land use and development.

During 1982-83 the review of the Planning Act of 1969 continued. Intense staff effort went into the preparation of "A Working Paper in Legislative Format" as a prelude to a new Planning Act, the review of public responses to the document, and the final recommendations of the draft Planning Act to be introduced into the Legislative Assembly. (An Act

Respecting Provincial and Municipal Planning Chapter 9 of the Acts of 1983 was subsequently given assent by the Lieutenant Governor on June 1, 1983).

Through liaison with local planners, the Division provides advice on plan initiation and development, and on general planning matters. In municipalities which do not have specialized planning capabilities the Division has initiated planning processes by increasing community awareness about planning, and assisting in the resolution of specific planning-related problems. In exceptional circumstances, with the approval of the municipal council, the Division has played a more direct part in the preparation of the development plan and zoning by-law.

The Division also provides information and professional and technical support to other divisions and departments on land use policy, programs and projects. An extensive map library enables the provision of basemaps and information on existing land use, central sewer and water systems, and other land information to governments and the general public.

The Halifax-Dartmouth Regional Development Plan, covering provincial land-related policies for Halifax, Dartmouth, Bedford, and the County of Halifax, has been in effect since April 1975. The Division has been active in encouraging the implementation of the plan's policies (e.g., transit and regional parks) and in administering a permit system for development approvals.

During the past year, the Division, in conjunction with the Department of Development, other government departments, and the relevant municipalities continued a major review of the Regional Development

Plan focusing on land use and physical services within the context of the probable economic future of the area. Task Forces on economic outlook, housing, office/retail, industry/port, sewer and water, transportation, and fringe area have completed some twenty background studies and will be preparing final conclusions for a revised Regional Plan.

A provincial Policy for the five regional park designations in the Halifax-Dartmouth Regional Development Plan has been developed and approved. It includes a provincially funded 5-year acquisition program for privately held lands and the assignment of responsibilities for land acquisition, development and maintenance.

During 1982-83, a total of thirteen municipal development plans and zoning by-laws were considered and approved by the Minister of Municipal Affairs. These included a new municipal development plan and zoning by-law for the City of Sydney, and two detailed area plans in the City of Halifax. A total of six towns in the Province also had municipal development plans and zoning by-laws approved. They are the Towns of Bedford, Bridgetown, Liverpool, Middleton, North Sydney, and Sydney Mines. As well, municipal development plans and zoning by-laws were approved for the Village of New Minas in Kings County and the Eastern Passage, Cole Harbour/Westphal, and Lakeside-Timberlea-Beechville areas of Halifax County.

Apart from the many plans and by-laws that were finalized and approved by the Minister of Municipal Affairs, many other municipal units were actively involved in the preparation of new plans and by-laws and the review of plans and by-laws adopted in pre-

vious years. The 1983-84 year promises to be equally as active for both the Department and the municipal units as the past year.

The Department provides cost-sharing and staff assistance for municipal planning services to many municipal units in the Province. Direct financial support to individual municipal units amounted to approximately \$431,000 and the Department's support to District Planning Commissions was approximately \$697,000.

CPD staff assisted the Department of Health in the development of Regulations Respecting Subdivision of Land to be Serviced by On-Site Sewage Disposal Systems. These regulations are intended to provide improved consumer protection in that lot purchases should easily be able to determine if and how an on-site sewage disposal system can be installed on their lot. The regulations apply to any proposed subdivision in municipalities which have subdivision regulations and/or by-laws under the Planning Act. They are administered by the Department of Health and came into effect on October 1, 1982.

Staff have been working with other departments through the Deputy Minister's Committee on Provincial Land Use Policy. Current and recent projects on this Committee include studies of rural residential land subdivision procedures, downtown development, agricultural land use, wildlife habitats, land use information systems, mapping coordination, and offshore oil and gas.

Staff has been involved in the Canada-Nova Scotia Flood Damage Reduction Program. Studies for the Sackville River having completed, work is continuing

on flood risk mapping for the Truro, Antigonish, New Glasgow, and Kentville areas. Involvement in the Halifax County Storm Water Task Force has ended with the production of Recommendations and Storm Water Policy and Design Criteria Manual documents in March 1982. Participation in the Coastal Erosion Pilot Project Committee centered on the study of the Cobequid Basin shoreline in Colchester County continued with receipt of a consultant's report entitled Erosion and Shore Protection Study in December 1982. There was, in addition, staff involvement in the Uranium Task Force, the Provincial Well Drilling Advisory Board, and the Halifax Urban Watershed Program Liaison Committee.

Staff of the Division assisted with the establishment of the Province's first Wastewater Management District as a pilot project in the community of Port Maitland, Yarmouth County. This concept involves municipal management of individual and grouped small scale sewage disposal systems.

Business Improvement District Commissions were established with staff assistance in ten towns: Antigonish, Shelburne, Bridgewater, Liverpool, Kentville, Middleton, Truro, North Sydney, Amherst, and Windsor. These provide for commercial taxpayers in the district to pay an additional tax to finance downtown promotion and development.

Staff assisted and advised the Peggy's Cove Commission in its preparation of the document Planning Choices for Peggy's Cove. Information and assistance was provided to the Eastern Shore Development Commission to facilitate their process of selecting a site for an industrial park.

Along with other departments, the Division has continued to be involved in planning processes related to onshore activities and impacts associated with the exploration and potential development of offshore gas. Involvement consists of providing land related information to interested parties, identifying land use and community-related opportunities and constraints in the development of these projects, participating in related interdepartmental and inter-governmental committees, participating in the review of Canada Benefits Plans, participating in governmental review of the Mobil Socio-Economic Impact Statement and encouraging early consultation with municipalities.

Staff provided information to municipalities on the preparation of heritage by-laws, and assisted in the review prior to approval of such by-laws for the towns of Wolfville, Parrsboro, Pictou, Shelburne, and Yarmouth and the rural municipalities of Inverness, Halifax and Shelburne.

The survey of agricultural land use and rural settlement patterns continued during the summer of 1982. The main area of investigation during this period was the southwest portion of the Province including parts of Yarmouth and Shelburne Counties. This land use survey and mapping program has as its main goal the provision of a reliable and accurate land use information base for the Province. Approximately 80 percent of the Province has been surveyed and some 2,000 overlay maps of both agricultural land use and rural settlement patterns have been completed. The agricultural aspect of the survey has been carried out in conjunction with the Department of Agriculture and Marketing and their assistance is gratefully acknowledged.

The building of a computer data base for land use planning was initiated with data gathered from the agricultural land use survey. In addition, property data was input for several approved Business Improvement Districts as a prelude to a downtown analysis.

In the fall of 1982, the Division held the 6th annual Nova Scotia Planning Seminar entitled "Planning: News, Views, and Reviews". The seminar focused on the Working Paper in Legislative Format on the proposed Planning Act, the newly formed Municipal Board, approaches to successful planning programs, and recent planning law decisions.



COMMUNITY PLANNING

[illegible]



DEPUTY MINISTER'S OFFICE

Legal Services

The Department's solicitors provide legal counsel to the Department on matters within the scope of the legislation which the Department administers. In addition, they review all by-laws passed by municipal councils before they are submitted for the Minister's approval.

All borrowing resolutions for capital purposes are prepared by the Department for the local councils. Once passed by the council, they are returned for the Minister's approval. A number of other resolutions which require the Department's approval are reviewed by the solicitors before being submitted to the Minister. A number of model by-laws are available to municipalities to use as a guide.

The solicitors occasionally provide information and advice to municipal solicitors, when requested, although the municipalities are urged to rely on their own solicitors for legal advice.

Personnel

The objective of the Personnel Section is to provide for the Department a global approach to ensure employee development to meet the needs of the Department and to ensure the administration of the payroll and personnel policies of government.



FINANCE AND ADMINISTRATION

The objective of the Finance and Administration Division is to ensure that sound financial management is practised in the administration of the Department's budget as it relates to its internal operation as well as to the several municipal grant programs administered by the Division. These objectives are met through the assignment of specific responsibilities to each of the five sections comprising the Division - administrative services, statistics and systems, grants and finance, municipal training, and urban transportation.

The Division participates in the activities of:

1. Joint Department of Municipal Affairs - Union of Nova Scotia Municipalities Task Force;
2. Joint Department of Municipal Affairs - Association of Municipal Administrators Committee on Accounting and Financial Reporting Practices and Procedures;
3. Intergovernmental Conferences on Local Government Information Development;
4. Nova Scotia Municipal Finance Corporation;
5. Regional Assessment Appeal Court Committee;
6. Canadian Urban Transit Association;

7. National Government Funding Agencies Committee for Urban Transit.

Administrative Services

This section of the Division is responsible for the internal financial management of the Department. It provides the direction for the preparation of the Department's annual estimates by assisting the other divisions in establishing realistic financial compilations. Proper accounting and auditing procedures are essential so that accurate control and recording of all expenditures, revenues and recoveries can be ensured.

The administrative unit also directs the acquisition of all equipment, furniture and supplies for the main office and regional assessment offices. In addition, it provides the type of office accommodation necessary to ensure that working conditions and the job related environment are conducive to greater staff satisfaction and productivity.

Besides administering the policies and directives of government, Administrative Services also coordinates the provision of many centralized services such as word processing.

Statistics and Systems

The Statistics and Systems section is responsible for the development and co-ordination of accounting, auditing, and reporting systems for use by municipalities based on standards of consistency and uniformity. Staff annually collect and compile financial and other statistical information from the reports submitted by local governments to be used in esti-

mating and verifying grant entitlements, analyzing the financial condition of municipalities, researching new proposals for provincial-municipal grant programs, and annual publication of the booklet, "Municipal Statistics".

During 1982 the Department developed a Municipal Accounting and Reporting Manual. The objective in the development of this Manual was to establish the desired degree of uniformity on accounting and reporting matters among Nova Scotia municipalities and to improve the level and quality of financial information available from the municipalities.

The Department's decision to undertake this project was welcomed by municipal administrators and auditors both of whom recognized the need for such a document. As well, the Department received favourable comments from other Provinces in terms of the comprehensive nature of the Manual and many expressed their desire to follow the initiative demonstrated by Nova Scotia in this regard.

In the opinion of the Department, the Municipal Accounting and Reporting Manual, which became effective on January 1, 1983, will serve municipal governments over many years in the continuing development of consistency and comparability in their reporting procedures and with the production of reliable and accurate Provincial financial summaries.

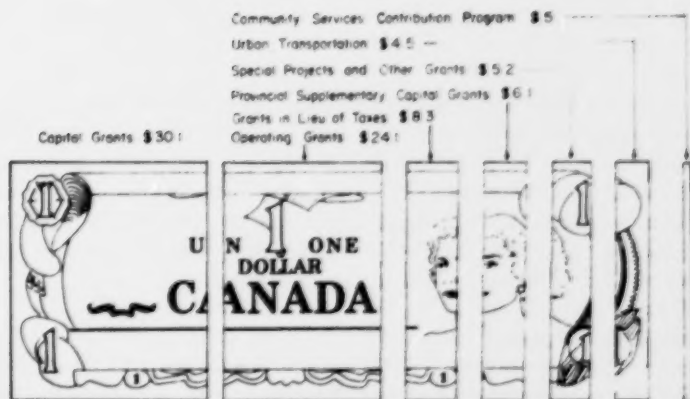
Grants and Finance

This section is responsible for the effective implementation, administration, and evaluation of the various grant programs available to municipalities through the Finance and Administration Division.

During 1982-83, a total of \$78.8 million in grants and assistance was distributed through this section of the Division. As referenced in the accompanying chart, the majority of these grants, \$62.5 million, was paid pursuant to the Municipal Grants Act.

On April 1, 1983 the Education Property Tax Relief Grant was incorporated into the new funding arrangements for public education finance administered by the Department of Education.

Throughout the year staff have been involved in the preparation of financial impact reports and analyses on various matters of concern to the Department and to municipal government.



DOLLAR DISTRIBUTION OF GRANTS BY PROGRAM (in millions)

Municipal Training

The Municipal training services section provides a support function to the Department by organizing and managing training and educational programs for a variety of municipal employees.

Programs for the certification of building inspectors and development officers are administered by the training section as well as twice yearly instructional programs to these and other groups.

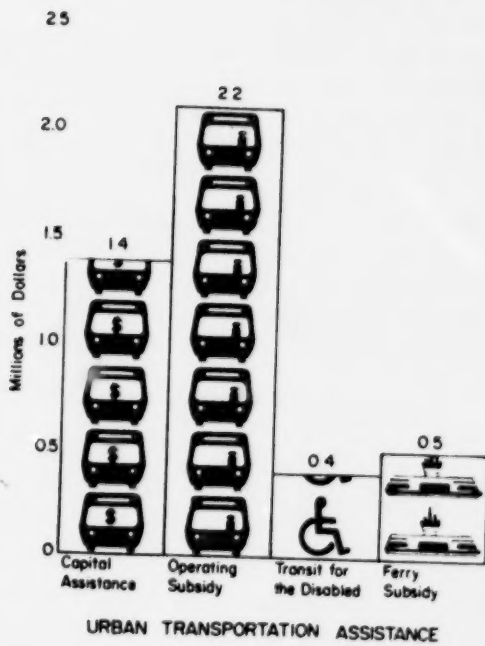
Secretariat services are provided to the Atlantic Building Officials Council and matters related to building codes and standards are dealt with by the training section. Personnel from the section represent the Department on a number of advisory councils.

Through advice and assistance in the organization of seminars and conferences to diverse municipal groups, the Department maintains close liaison with current developments in the training of municipal employees.

Urban Transportation

Through the Urban Transportation section the Department provides financial assistance to Regional Transit Authorities to assist public transit in making an effective contribution towards the social, economic, and mobility needs of all citizens. During 1982-83, a total of \$4.5 million in grants and assistance was paid for urban transportation throughout the Province. The accompanying chart provides a breakdown of the amounts paid under the various components of the program.

Throughout the past year, work has continued with transit management in an effort to improve productivity. On-going fleet replacement programs have continued as did the expansion of transit facilities for the disabled. Work was begun on a computerized transit management information system on Metro Transit's 140 bus fleet. In addition, staff begun participation in Canada's National Committee on Urban Transportation Energy Management.



MUNICIPAL ADVISORY SERVICES

SCOPE AND RESPONSIBILITIES

The Municipal Advisory Services Division provides advice, assistance and direction to the sixty-six municipal units in Nova Scotia, primarily in the broad areas of finance and administration.

Generally, the scope of the Division's activities encompasses all aspects of municipal operations including boards, commissions and agencies, with emphasis on recommendations to municipal units and for Departmental decision-making.

On an on-going basis, Municipal Advisory Services is involved with the review of operating and capital budgets, advice to municipalities pertaining to administration, financial management, auditing, accounting, reporting, and capital financing.

Some of the Division's more specific functions are:

FINANCIAL MANAGEMENT

Budgeting

Each year municipal units in the Province must set tax rates sufficient to cover the estimated operating expenditures for the current year. Assistance is provided by the review of annual estimates with municipal councils. The budgetary process may be affected by such items as inflationary pressures on expenditures, a limited assessment base or low growth in assessment. In some cases, the review of the

estimates involves advice and recommendations to councils which in turn necessitates a process of continuous discussion and feedback. In other cases, when a specific request for emergency funding is made, the budget review will include recommendations to the Minister where extreme financial difficulties are being experienced. In-depth assistance with finalization of the estimates is provided, when required.

The Division also advises on all financial matters relating to municipal government operations. For example, 1982 was the first year that the entire system as outlined in the "Report of the Commission on Public Education/Finance" came into effect. The Division assisted at the municipal level with the effects these changes had on municipal budgeting.

Advice was also provided pertaining to the transition of municipal school boards to district school board status.

In addition to preparing operating estimates, councils must approve a three-year capital budget which identifies expenditures for capital purposes. Buildings, sewer and water systems, and certain types of equipment are examples.

Staff of the Division continued to assist with the implementation of a revised capital budgeting system, introduced in 1982, and provided advice pertaining to the legislative restrictions regarding the disposition of provincial capital grants in Nova Scotia.

Capital Financing

Liaison with municipal units from the time a capital project is initiated through to project completion is an on-going activity of Municipal Advisory Services.

Capital projects result in additional costs which affect municipal operating estimates and generate subsequent increases in tax rates or user charges. The Division is often called upon to evaluate the capital financing alternatives available to the municipalities. Generally, this involves the identification of capital expenditures to be initiated, the determination of sources of funds available, the potential phasing in of capital expenditures over a number of years and proposed funding of any municipal borrowing requirements. Financial implications and the impact on the tax rate are projected through the municipal operating estimates and an assessment is made of a municipality's ability to borrow.

The Division prepares temporary capital borrowing resolutions which the municipal units use to obtain Ministerial approval. These resolutions provide the authority to borrow, from a trust company or bank, for a proposed municipal project. After completion, long-term financing is by the issuance of debentures from the municipal unit to the Municipal Finance Corporation for which the Division prepares the necessary documentation. The Corporation then borrows the money on the credit rating of the Province and subsequently relends the funds to the municipal units which were identified as having debenture requirements.

Cash Management

The utilization of proper cash management procedures, which are designed to maximize investment of idle cash and to reduce borrowing requirements, is another financial management function of the Division.

Management Information Systems

The function of monitoring and controlling expenditures for both operating and capital budgets is an area where advice and assistance is provided by the Division's staff. It is necessary that municipal councils have available to them timely, accurate and complete financial reports on which to base their decisions. Advice pertaining to internal reporting is an on-going activity.

Municipal Accounting and Reporting

Generally-accepted municipal accounting principles and practices and a classification system for municipal reporting, were prescribed in a Municipal Accounting and Reporting Manual to be effective January 1, 1983. To assist with the implementation of the new procedures outlined in the Manual, the Division held information and discussion sessions with appointed municipal officials and municipal auditors. The feedback pertaining to the manual brought to the process a broader perspective which reflected the wide diversity of municipal operations.

The Division has a representative on a joint accounting committee comprised of equal representation from the Association of Municipal Administrators and the Department. Municipal accounting and report-

ing issues are the main thrust of the Committee's deliberations, although any item of common concern related to these broad areas is within the purview of the Committee.

Other Representation

In addition to the above, the Division represented the Department at the Intergovernmental Conference on Local Government Information Development. A representative also sits on the Joint UNSM/DMA Task Force on Municipal Reform.

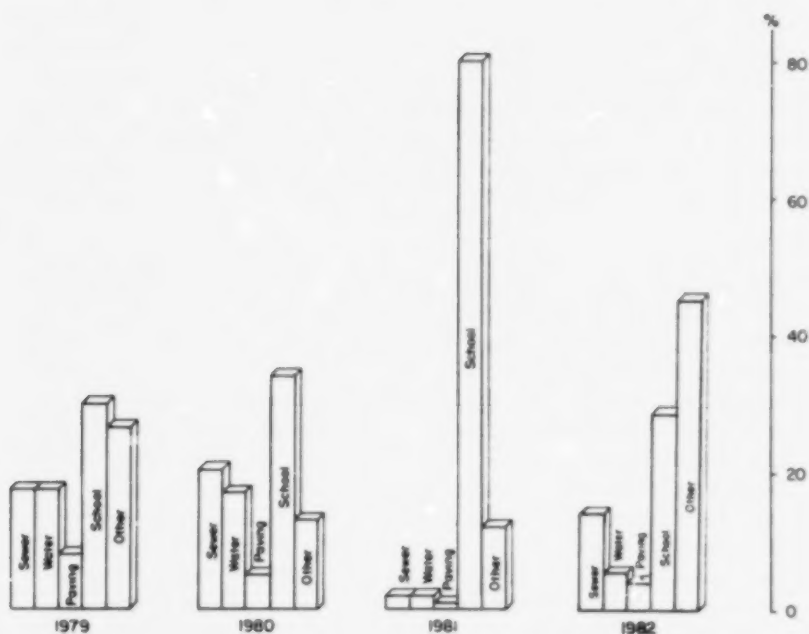
ADMINISTRATION

Under this broad area, the Division's activities are related to such areas as administration reviews, organization structures, accounting systems and purchasing. Generally, this area of involvement relates to the day-to-day operations of the municipal unit.

Information sessions and on-going communication with municipal units pertaining to changes in government legislation and programs is intended to assist municipal units in implementing these changes. One such area is the Municipal Elections Act which contained transitional provision for the election of municipal councillors.

Municipal elections in the fall of 1982 saw all municipal councillors and school board members in Nova Scotia elected at the same time and for a three-year term. Concurrently, Conflict of Interest Legislation, which has a bearing on this electoral process, was proclaimed in 1982. This resulted in considerable discussion and requests for information at the municipal level.

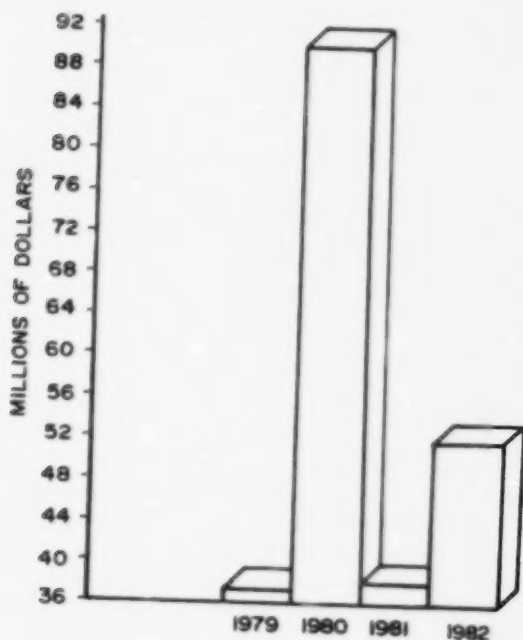
Given the scope of elections for 1982, the Department decided to assist municipal units who were conducting information sessions for newly-elected councillors. Subsequent to consulting with municipal units on the subject matter to be discussed, the Division's staff, representing the Department, served in an advisory capacity at these meetings.



DISTRIBUTION OF FUNDED MUNICIPAL DEBT BY FUNCTION

These sessions served additionally as a forum for the discussion of various items of municipal concern and contributed to the maintenance of good provincial-municipal relations through communication and feedback between elected and appointed municipal officials and Departmental staff.

TOTAL MUNICIPAL DEBT FUNDED
Including sewer, water, paving, school, other





POLICY DEVELOPMENT AND RESEARCH

Policy Development and Research was established in response to a growing need within the Department to have an increased capacity to develop, through research and consultation with affected parties, policies and programs aimed at resolving the various problems arising from changing needs in municipal government.

The Division is responsible for the formulation of policy and operational alternatives for consideration by the Department, the government, and where appropriate, the municipalities, and for making recommendations thereon. It is also responsible for research to be used as the basis for policy decisions. It monitors current and proposed policies and programs at all government levels which affect municipal government in Nova Scotia and brings to the attention of the department and the Minister actual or potential problem areas. The Division is also required to formulate and advance a range of alternative solutions or policies with respect to identified problems together with the recommendations thereof for implementation by the Department or Government.

The Joint Union of Nova Scotia Municipalities - Department of Municipal Affairs Task Force on Municipal Reform consisting of the Executive Director, financial consultant and solicitor from the Union of Nova Scotia Municipalities and senior staff from the Department, spent a busy and informative year investigating and discussing various areas of common interest to both provincial and municipal levels of gov-

ernment. The Task Force meets every second week to examine present and projected areas of mutual concern with the emphasis on providing an effective vehicle for the ongoing development of policies and programs which will ensure a continuing and responsible system of municipal government in Nova Scotia.

An important part of the Division's work has been the preparation of office consolidations of the major statutes affecting Municipal Government: the Assessment Act, the Municipal Act, the Municipal Affairs Act, the Municipal Elections Act, the Towns Act and the Village Service Act. The Division regularly updates each of these office consolidations to reflect recent amendments.

Some of the highlights of Division activity the year include the following.

The Municipal Elections Handbook and calendar of events relating to election procedures, first prepared in 1979, was given a thorough revision this year. This handy reference guide to the legislation governing municipal elections has proved to be a valuable aid to those interested parties charged with the task of working within, and monitoring, municipal election procedures.

A project undertaken under the auspices of the Career Exchange Program of the Maritime Municipal Training and Development Board resulted in the production of a Cash Management Guide for Municipalities in Nova Scotia. It is the intention of the Maritime Municipal Training and Development Board to make copies of the guide available in 1983. It is hoped that this guide will improve the ability of municipalities to plan and manage their cash flow in a more

effective and efficient manner, thereby enabling them to profit more readily from the revenues which they obtain over the course of their yearly operations.

As well, in 1983 a revision of the Calendar for Municipal Clerks and Treasurers has begun. This booklet, originally published in 1971, has been updated to reflect the changes in legislation affecting Chief Administrative Officers, Municipal Clerks and Treasurers.

Other Division endeavors included preparation of both the Department's Annual Report and "Financial Assistance Programs for Nova Scotia Municipalities". This latter compendium which is updated on an annual basis has proved to be of considerable assistance to the municipalities.

Over the past year the Division has continued to monitor legislative and research activities of other municipal and provincial governments across Canada while also providing assistance to students and members of the general public who have specific requests for information regarding municipal affairs and provincial-municipal relations in Nova Scotia and Canada.



LEGISLATION

Legislation Administered by the Department of Municipal Affairs

- Assessment Act (c.14) and Regulations
- Bonus Act (c.26)
- Building Access Act (1976, c.7)
- *Building Code Act (1977, c.5)
- Ditches and Water Courses Act (c.78)
- Fences and Impounding of Animals Act (c.104)
- *Industrial Commissions Act (c.137)
- Louisbourg District Planning & Development Act
(1963, c.6)
- Municipal Act (c.192), Office Consolidation
- Municipal Affairs Act (1982, c.9)
- Municipal Board Act (1981, c.9)
- Municipal Boundaries and Representation Act (c.195)
- Municipal Elections Act (1978-79, c.4),
Office Consolidation
- Municipal Finance Corporation Act (1978-79, c.5)
- Municipal Grants Act (1980, c.10)
- *Municipal Housing Corporations Act (c.200)
- Municipal Land Transfer Tax Act (1968, c.10)
- *Municipal Loan and Building Fund Act (c.201)
- *Municipal Taxation Time Extension Act (1970, c.9)
- Peggy's Cove Commission Act (1962, c.10)
- Planning Act (1969, c.16) and Regulations
- Regional Transit Authority Act (1978-79, c.7)
- *Rural Fire District Act (c.272)
- Sheep Protection and Dog Regulation Act (c.281)
- Stray Animals Act (c.294)
- Towns Act (c.309), Office Consolidation
- Village Service Act (c.329)

Copies of most of these Acts are available from:

Nova Scotia Government Bookstore
P.O. Box 637
1597 Hollis Street
Halifax, N.S.
B3J 2T3

(902) 424-7580

Copies marked "*" are not available at the Bookstore but can be obtained through the Department and the Legislative Library.

**Changes in Legislation
Spring Session 1982**

New Statutes

1982, c.9

The Municipal Affairs Act is revised and updated to reflect current practices.

1982, c.10

The Municipal Boundaries and Representation Act is revised and updated, with procedures for alteration of municipal boundaries changed to provide for a preliminary hearing and order, so that the relevant issues can be identified and all interested parties given an opportunity to participate.

1982, c.11

The Municipal Conflict of Interest Act defines conflict of interest for municipal councils and local boards, and sets out a procedure to be followed by members of councils or local boards if a conflict of interest is present. It also provides a judicial procedure for dealing with conflicts of interest.

**Changes in Legislation, Spring Session, 1982
(continued)**

Amendments

1982, c.16

Amendments to the Assessment Act broaden the ability of councils to give tax exemptions to community organizations. Rebates for business occupancy taxes are also clarified. A family exemption for change in use tax is provided. Others are house-keeping amendments with respect to assessment appeal courts and approval of tax concession by-laws.

1982, c.40

Amendments to the Municipal Act provide for additional public notice for special meetings of council, for the disposal of some municipally-owned land without Ministerial approval, for additional authority with respect to area rates, and other minor amendments. Other amendments reflect the changes in the Education Act with respect to district school boards.

1982, c.46

Amendments to the Time Definition Act provide for an automatic change from Standard Time to Daylight Saving Time, and reverse, without the necessity of having the change proclaimed by the Governor in Council.

**Changes in Legislation, Spring Session, 1981
(continued)**

1982, c.47

Amendments to the Towns Act allow for the disposal of some town land without Ministerial approval and makes other minor amendments. Other amendments reflect the changes in the Education Act with respect to district school boards.

1982, c.48
c.49

Amendments to the Village Service Act makes the incorporation and dissolution of Village Commissioners the responsibility of the Nova Scotia Municipal Board. The amendments permit Village Commissioners to pass tax exemption by-laws under the Assessment Act, and to convey some property without Ministerial approval. Village Commissioners are also empowered to operate recreational programmes.

1982, c.52

Amendments to the Municipal Land Transfer Tax Act remove the deed transfer tax from gifts and allow for the tax to be collected by Registrars of Deeds. The name of the Act is changed to the Deed Transfer Tax Act.

**Changes in Legislation, Spring Session, 1981
(continued)**

1982, c.65

Amendments to the Municipal Elections Act establish the position of Municipal Elections Officer and procedures for proxy voting. Other amendments deal with special elections for vacancies on a council. A different procedure is provided with respect to conflict of interest at the option of a city council and, if adopted, the Municipal Conflict of Interest Act does not apply to it.

1982, c.66

Amendments to the Municipal Finance Corporation Act add provisions respecting school boards. The Corporation is enabled to administer sinking funds, and the position of borrowing for current expenditures is clarified.

1982, c.68

Amendments to the Gulf Oil Limited Tax Sharing Act provide that all taxes are to be paid to the Municipality of the County of Richmond, and it is to pay a certain percentage of the revenue to the Municipality of the County of Inverness and the Town of Port Hawkesbury.

PRINTED MATERIALS

Title: *Department of Municipal Affairs
Annual Report - N/C

Contents: A general overview of the Department and
its activities

Title: Department of Municipal Affairs Annual
Report of Municipal Statistics

Contents: Published annually since 1909, this docu-
ment provides extensive statistical infor-
mation, primarily financial, about municipi-
pal government in Nova Scotia

Title: *Financial Assistance Programs For Nova
Scotia Municipalities \$2.00.

Contents: A digest to the various grants available
to municipalities in Nova Scotia from both
provincial and federal government depart-
ments and agencies

Title: *Planning Appeal Decisions \$3.50.

Contents: Contains the decisions of the Planning
Appeal Board for every appeal determined
by the Board

1983

Shoppers' Survey Volume 2 - Trade Centre Comparison and Analysis

Municipal Grants Act Guidelines for Designating Class IV Areas

Halifax-Dartmouth Regional Development Plan Review - Various Reports

*Municipal Elections Act 1982 Office Consolidation \$2.50

*Municipal Elections Handbook \$2.75

*Planning News, Views and Review (Nova Scotia Planning Seminar) \$3.50

*Manual of Accounting and Reporting Practises for Nova Scotia Municipalities \$20.00

*Towns Act 1982 Office Consolidation \$3.50

Subdivision Information pamphlet

*Village Service Act 1983 Office Consolidation \$1.25

1982

*Planning and Management \$3.50
(Nova Scotia Planning Seminar)

Nova Scotia Water and Sewer Inventory

1982 (continued)

Retail Trade Shoppers Survey (6 vols.)

Merchants Survey

1981

*The Assessment of Your Residence - free pamphlet

*Final Report and Recommendations of the Planning Act Review Committee \$2.00

Five Options for the Incorporation of "Sackville" as a Municipal Unit

Nova Scotia in the 1980's and 90's: A Look to the Future (Nova Scotia Planning Seminar) \$3.00

1979-1980

*A Guide to Legislation Relevant to Planning \$5.00

A Guide to Mini-Computers

Instructions to Deputy Returning Officers, Poll Clerks and Candidates' Agents at Municipal Elections \$0.50

Rural Zoning Approaches \$3.50

*Zoning-Making It Work (Nova Scotia Planning Seminar) \$3.00

1978

Model Town Zoning By-law

*The Land Subdivision Process (Nova Scotia Planning Seminar) \$4.00

1977

Economy of Colchester County

Economy of Hants County

1975

*Halifax-Dartmouth Regional Development Plan \$3.50

Planning for Parks and Recreation

Regulation of Scrapyards, Junkyards and Similar Use

1973

*Before You Build - free pamphlet

*Before You Buy A Lot - free pamphlet

*Before You Subdivide - free pamphlet

*Publications available from:

The Nova Scotia Government Bookstore
P.O. Box 637
1597 Hollis Street
Halifax, Nova Scotia
B3J 2T3

(902) 424-7580

Other publications listed are not available at the Bookstore, but may be obtained by inquiry through the Department of Municipal Affairs.

HEAD OFFICE:

(Area Code 902)

Minister's Office 424-5551
Deputy Minister's Office 424-4100
Administrative Services 424-7689
Assessment 424-5671
Community Planning 424-4091
Finance & Administration 424-6642
Municipal Advisory Services 424-5760
Municipal Training Services 424-8046
Personnel Manager 424-2717
Research 424-5901
Solicitors 424-7578

ASSESSMENT OFFICES:Annapolis-Digby Region:

(Municipalities of Annapolis and Digby; Towns of Annapolis Royal, Bridgetown, Digby and Middleton)

Annapolis Royal, Anna. Co. B05 1A0
Basement, Municipal Building
P.O. Box 237
532 - 2374

Digby, Digby Co. B0V 1A0
2nd Floor
Court House Building

Antigonish-Guyeborough Region:

(Municipalities of Antigonish, Guyeborough, and St. Mary's; Towns of Antigonish, Canoe and Mulgrave)

Antigonish, Antigonish Co. B2G 2H5
42 West Street, Suite 116
863 - 1346; 863 - 1347
Guyeborough, Guys. Co. B0H 1N0
1st Floor, Municipal Bldg.
533 - 2154

Cape Breton Region:

(City of Sydney; Towns of Glace Bay, New Waterford, Dominion, Louisbourg, Sydney Mines, North Sydney; Municipality of Cape Breton)

Sydney, Cape Breton Co. B1P 6J9
Civic Centre, P.O. Box 1178
539 - 4900

Colchester Region:

(Municipality of Colchester; Towns of Truro and Stewiacke)

Truro, Colchester Co. B2N 5C5
201 Queen Street, P.O. Box 433
895 - 6354; 895 - 6355

Cumberland Region:

(Municipality of Cumberland; Towns of Amherst, Springhill, Oxford and Parraboro)

Amherst, Cumberland Co. BAH 3Y6
1st Floor
50 Victoria Road East
P.O. Box 4
667 - 3398
Springhill 597 - 8511

Dartmouth City Region:

Dartmouth, Halifax Co. B2V 3Z3
3rd Floor, City Hall
Alderney Drive, P.O. Box 817
421 - 2156

Halifax County Region:

(Municipality of Halifax Co.; Town of Bedford)

Arnsdale, Halifax Co. B3L 4K3
1st floor, Municipal Building
38 Dutch Village Road
P.O. Box 300
477 - 5641

Halifax City Region:

Halifax, Halifax Co. B3J 3A5
3rd Floor, Duke Street Tower
Scotia Square
P.O. Box 1749
426 - 6445

Hants Region:

(Municipalities of Hants, East, Hants, West; Towns of Windsor and Hantsport)

Windsor, Hants Co. B0N 2T0
Corner Gerrish & Grey Streets
P.O. Box 188
798 - 8337

Milford, Hants Co. B0N 1Y0
1st Floor, Municipal Building
P.O. Box 190
Shubenacadie B0N 1Y0
758 - 2290

Inverness-Richmond-Victoria Region:
(Municipalities of Inverness,
Richmond, Victoria; Town of Port
Hawkesbury)

Port Hood, B0E 2W0
2nd Floor, Provincial Bldg.
P.O. Box 98
787 - 2288
Baddeck, B0E 1B0
2nd Floor, Court House
295 - 2568
Arichat, B0E 1A0
1st Floor, Municipal Building
226 - 3688
Port Hawkesbury, B0E 2V0
2nd Floor, Town Hall
625 - 2318

Kings Region:

(Municipality of Kings; Towns of
Kentville, Wolfville and Berwick)
Kentville, Kings Co. B4N 3X1
Municipal Building
Cornwallis Street
P.O. Box 394
678 - 3618

Lunenburg Region:

(Municipalities of Lunenburg and
Chester; Towns of Lunenburg,
Bridgewater and Mahone Bay)
Bridgewater, Lunenburg Co. B4V 2W6
215 Dominion St.
1st Floor, Court House
P.O. Box 86
543 - 4344
Lunenburg, Lunenburg Co. B0J 1J0
Court House
634 - 4813
Chester, Lunenburg Co. B0J 1J0
Municipal Building
275 - 3554

Pictou Region:

(Municipality of Pictou; Towns of
New Glasgow, Trenton, Stellarton,
Westville and Pictou)
Westville, Pictou Co. B0K 2A0
3rd Floor, Civic Building
P.O. Box 913
396 - 4196

Shelburne-Queens Region:

(Municipalities of Shelburne,
Barrington and Queens; Towns of
Clark's Harbor, Shelburne,
Lockeport and Liverpool)
Shelburne, Shelburne Co. B0T 1W0
2nd Floor, Court House
Hammond St., P.O. Box 729
875 - 4665
Liverpool, Queens Co. B0T 1K0
Max Harding Building
Main Street, 2nd Floor
354 - 3161
Barrington, Shelburne Co. B0W 1E0
1st Floor, Municipal Bldg.
637 - 2428

Yarmouth-Clare Region:

(Municipalities of Yarmouth, Clare
and Argyle, Town of Yarmouth)
Yarmouth, Yarmouth Co. B5A 2T1
1st Floor, Provincial Bldg.
10 Starrs Road
742 - 7143
Little Brook, Digby Co. B0W 1Z0
1st Floor, Municipal Bldg.
769 - 2031

COMMUNITY PLANNING FIELD OFFICES:

Truro, Colchester Co. B2N 5H1
517 Prince Street, P.O. Box 1202
895 - 0535
Yarmouth, Yarmouth Co. B5A 2T1
10 Starrs Road
742 - 3515